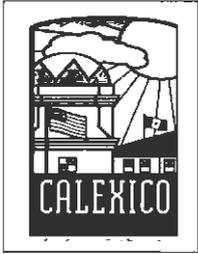


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AGENDA STAFF REPORT

DATE: October 7, 2020

TO: Mayor and Council Members

APPROVED BY: Miguel Figueroa, City Manager *M.F.*

PREPARED BY: Denise Garcia, HR/RM Manager *Denise Garcia*

SUBJECT: Approval and Adoption of the Environmental Services Worker Job Description and Relevant Salary Range

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Recommendation:

Approval and adoption of the Environmental Services Worker job description and relevant salary range.

Background:

The City signed a contract for solid waste services with Republic Services of Imperial County in October 2, 2019, that included a support fee in an amount of \$50,000 to fund a part time position. It was the Administration and Council's intention at that time, to utilize these funds for the purpose of cleaning the City's downtown alleys, surrounding public areas, and community facilities. The City does not currently have a job description suited for this specific purpose, therefore, a new job description was developed as the first step in the recruitment process.

Discussion & Analysis:

Job descriptions are created to outline the essential functions and job requirements expected of the positions. The Environmental Services Worker will be responsible for cleaning up the downtown alleys, sanitizing and maintaining the surrounding areas. The position will have the responsibility of making designated areas cleaner, safer, and more attractive for visitors and businesses. The Environmental Services Worker is also expected to act as a liaison providing information to downtown merchants and property owners to resolve issues that arise, working with City Code Enforcement or Law Enforcement personnel when necessary.

Ultimately, the success of the Environmental Services Worker position is going to depend in large part upon a collaborative relationship between the property

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owners, downtown businesses and City teams.

At this time, it is preferred that Council take action to approve and adopt the new Environmental Services Worker job description and relevant salary range as presented.

Fiscal Impact:

None at this time. Funding for this position is provided in the agreement between Republic Services and salary and benefits should not exceed \$60,000 per year if filled.

Coordinated With:

Public Works Manager.
C.M.E.A. Representatives.

Attachments:

1. Environmental Services Worker Job Description.



CITY OF CALEXICO

CLASS TITLE: ENVIRONMENTAL SERVICES WORKER

SALARY: \$2,989 - \$3,634 RANGE: G-22

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general maintenance work in support of assigned projects and activities in grounds, facilities, streets, and code compliance.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Sweeping, power-washing, gum & sticker removal, disinfecting and sanitizing of sidewalks, indoor/outdoor City facilities, alleys and parkways. Mixes paints and cleaners according to instructions; scrapes, scours, and soda-blasts areas and materials and applies paint for graffiti removal on a variety of clean-up and graffiti removal jobs.

Pick up and remove trash and other debris from grounds, walkways, streets, parkways, business district alleys and in and around City facilities; edge walkways; sweep walkways, driveways, parking lots and concrete surfaces adjacent to buildings; empty city owned waste receptacles.

Assists individually, or as part of a crew, performing grounds maintenance and gardening duties in the beautification of grounds and landscaped areas; mow, edge, trim and water parks, lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune, spray and fertilize flowers, trees, grass and shrubs.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals as assigned; fill dispensers with towels, soap, toilet paper, seat covers and other items; perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures.

Assists individually, or as part of a crew, performing a variety of general maintenance work in support of assigned projects and activities in grounds and street maintenance; receive and respond to work orders; assist in assuring a safe environment for the public.

Operate a variety of equipment such as trucks, mowers, loaders, cutters, edgers, backhoes, tractors, saws, paint machines, spray guns and various hand and power tools; clean and perform minor maintenance and repairs on equipment as needed; drive a vehicle to conduct work.

Developed 10/07/20

Drive trucks to haul and transport equipment, supplies and materials to and from project locations; load and unload materials, supplies and equipment.

Set up and arrange traffic barricades and cones as assigned.

Assist with installing, maintaining and repairing irrigation systems as assigned; replace sprinklers; excavate and dig trenches and holes as directed; install and maintain chain link fences.

Communicate both orally and in writing with the public and agency personnel to report, identify and explain code enforcement violations and requirements related to maintenance and sanitation.

Use a computer to maintain routine records related to assigned activities.

Maintain assigned areas, equipment and tools in a safe, clean and orderly condition.

Work varying shifts, including evenings and weekends, and respond to emergency situations as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance, landscaping, sanitization and repair.
- Safe disinfecting practices and principles of handling chemicals necessary to sanitize
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Appropriate safety precautions and procedures.
- Operation of hand and power tools and equipment.
- Proper lifting techniques.
- Legal and defensive driving practices.
- Basic record-keeping techniques.
- Computer programs required for maintaining records and tracking activities.

ABILITY TO:

- Learn proper methods used in sanitization: cleaning and litter/vegetation removal, light maintenance and repair, loading/unloading debris and materials, and graffiti removal.
- Perform a variety of general maintenance work in support of assigned projects and activities.
- Work independently with minimal supervision, or as a crew.
- Mow, edge, trim and water parks, lawns, fields and other turf grounds.
- Observe health and safety regulations.
- Perform heavy physical labor.
- Understand and follow oral and written instruction.
- Observe legal and defensive driving practices.
- Work cooperatively and tactfully with others.

Adopted 10/07/20

Prepare and compile routine records related to work performed.

Communicate effectively verbally and in writing, in English.

Work varying schedules that may include days, nights, weekends, holidays and on-call or emergency situations as assigned.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Somewhat disagreeable working conditions.

Seasonal heat and cold or inclement weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to perform a variety of maintenance activities.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Bending at the waist, kneeling, squatting, crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Subject to noise and fumes from equipment operation.

Working around and with machinery having moving parts.

Working in confined spaces.

Exposure to methane gas, vapors and odors.

Contact with raw sewage, infectious materials and associated toxic fumes.

Working at heights.

Traffic hazards.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. and any combination of training and experience that would provide the required knowledge, skills and abilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Proficient in spoken and written English; Spanish is a plus.